

ASFA Documentation

Change History

| Date | Description | Changed by |
|--------|-----------------|------------|
| Jan-05 | Initial version | G. Wheeler |
| | | |

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1. Definition

Federal regulations require states to document ASFA and Permanency Planning information for children who have been in out of home care for 15 out of the last 22 months. This report indicates whether that documentation has been completed or has yet to be completed.

r-sm10a27-asfa

2. Report Details

2.1.1 Report Population

Pull in children who meet the following criteria:

1. Has an open “out of home placement” during the reporting period.
2. Exclude out of home placements with the following Placement Statuses: Kinship Care – Voluntary, Youth Correctional Facility, Adult Corrections [(EPISODE.CD_PLCM_SETNG in (13, 37, 38)].
3. Exclude placements where the case is a Post-TPR case (CASE.FL_TPR = ‘Y’).
4. Exclude placements that are in ICPC or Adoption cases [CASE.CD_CASE_TYPE in (1, 8)].

If a child has more than one “out of home placement” in the reporting period, pull in data for the most recent Out of Home Placement for each child

Also pull in the “Removal Date” (EPISODE.DT_RMV) from the child’s most recent Out of Home Placement.

2.1.2 Report Data: Determine each child’s “Months in Care”

Determine the last day of the reporting month (end date).

Determine the day that is 22 months prior to the last day of the reporting month (start date).

Count each full day in out of home placement between the two dates (same exclusion criteria from above applies).

Divide the number of days in placement by the average number of days in a month 30.4375

This is the number of months in care.

EXAMPLE:

reporting month = January, 2005

End Date = 1/31/2005

Start Date = 3/31/2003

Using: SELECT ADD_MONTHS(TO_DATE('01/31/2005', 'MM/DD/YYYY'), - 22) AS MONTHS FROM DUAL;

Number of Days in OHP = 456

Avg Days in Month = 30.4375

Number of Months in OHP = 14.98

Child is in the “15th Month of Placement” group

Children will be in one of these groups on the ASFA Timeline:

| # | Group | Title | Description |
|----|-------|--|------------------------------|
| 1. | 0-11 | In Placement 0-11 of the last 22 months | 0.01 months to 11.00 months |
| 2. | 12-14 | In Placement 12-14 of the last 22 months | 11.01 months to 14.00 months |
| 3. | 15-16 | In Placement | 14.01 months to 15.99 months |

| # | Group | Title | Description |
|----|---------|--|---|
| | | 15-16 of the last 22 months | The 15 th month in out of Home Placement during the last 22 months <u>BEGAN</u> or <u>ENDED</u> sometime during the reporting month. |
| 4. | over 16 | In Placement over 16 of the last 22 months | 16.00 months up to 22.00 months |

2.1.3 Report Data: Permanency Plans

For each child, do the following.

1. Find the child's most recent Permanency Plan by "Perm. Plan Date" (PRMNCY_PLAN.DT_BGN).
2. The Permanency Plan must meet the following criteria:
 - Must be approved
 - "Perm. Plan Date" must be after the child's most recent "Removal Date"

2.1.4 Report Data: ASFA Documentation Status

The record of whether ASFA Documentation is completed comes from the Permanency Plan. If the "Date TPR Filed" has a date OR any of the TPR Exceptions are checked (are = 'Y'), the ASFA Documentation will be considered complete.

- ASFA Review tab
 - "Date TPR Filed" (PRMNCY_PLAN.DT_TPR_FILED)
 - If this date is not found on the Perm Plan window, the Legal Status window will also be searched and the "Date Filed/Served" (COURT_DISP.DT_CRT_FILNG) will be returned.
- TPR Exceptions tab
 - Child is placed with a fit and willing relative (PRMNCY_PLAN.FL_PRVD_PRMNNCY)
 - Compelling reason why termination of parental rights is not in the child's best interest (PRMNCY_PLAN.FL_TPR_NT_BST_INTRSTS)
 - Reasonable efforts to safely return the child to his or her home have not been made (PRMNCY_PLAN.FL_RSNBL_EFFRTS)
 - Grounds for involuntary TPR do not exist (PRMNCY_PLAN.FL_GROUNDS_TO_TPR)

3. Summary Reports

3.1 Report Examples

3.1.1 ASFA Timeline Summary (All Children in Placement)

DATE: 12/10/2004
Time: 10:41 AM
County: Winnebago

Wisconsin Dept. of Health and Family Services
Division of Children and Family Services
ASFA Timeline Summary (All Children in Placement)

Report ID: SM10a27a
Page: 1

Reporting Month: 12/2004

| County/Site | Children in Out of Home Placement | In Placement 0-11 of the last 22 months | In Placement 12-14 of the last 22 months | In Placement 15-16 of the last 22 months | In Placement over 16 of the last 22 months |
|-------------------|--------------------------------------|---|--|--|--|
| Winnebago-Oshkosh | 30 | 10 | 4 | 6 | 10 |
| Winnebago-Neenah | 40 | 6 | 4 | 20 | 10 |
| ALL | 70 | 16 | 8 | 26 | 20 |

All Report Numbers are fictitious and used solely for demonstrating report layout

123456789*123456789*123456789*123456789*123456789*123456789*123456789*123456789*123456789*123456789*123456789*12

Numbers used in development of report.

3.1.2 Pre-ASFA Permanency Planning Summary (12-14 Months)

DATE: 12/10/2004
 Time: 10:41 AM
 County: Winnebago

Wisconsin Dept. of Health and Family Services
 Division of Children and Family Services
Pre-ASFA Permanency Planning Summary (12-14 Months)

Report ID: SM10a27a
 Page: 1

Reporting Month: 12/2004

| County/Site | Children In Placement 12-14 of the last 22 months | No Perm Plan | No Goal of Record | Adoption | Reuni- fiction | Trnsfr Guardnshp | Placemnt with Relative | Altrnt Goal | Chldrn with Cncrnt Goal |
|-------------------|--|--------------------|----------------------------|----------|-------------------|---------------------|------------------------------|----------------|----------------------------------|
| Winnebago-Oshkosh | 15 | 3 | 1 | 4 | 2 | 2 | 1 | 1 | 1 |
| Winnebago-Neenah | 10 | 3 | 2 | 4 | 2 | 2 | 1 | 1 | 1 |
| ALL | 25 | 6 | 3 | 8 | 4 | 4 | 2 | 2 | 2 |

All Report Numbers are fictitious and used solely for demonstrating report layout

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Numbers used in development of report.

3.1.3 ASFA Documentation Summary (15-16 Months)

DATE: 12/10/2004
 Time: 10:41 AM
 County: Winnebago

Wisconsin Dept. of Health and Family Services
 Division of Children and Family Services
ASFA Documentation Summary (15-16 Months)

Report ID: SM10a27a
 Page: 1

Reporting Month: 12/2004

| County/Site | Children In Plcm 15-16 of last 22 months | ASFA Doc. Cmplt | ASFA Doc. Not Yet Cmplt | No Perm Plan | No Goal of Record | Adop- tion | Reun- fctn | Trnsfr Guardn- shp | Place- ment with Rela- tive | Altrnt Goal | Chldrn with Cncrnt Goal |
|-------------------|--|-----------------------|-------------------------------------|--------------------|----------------------------|---------------|---------------|--------------------------|---|----------------|----------------------------------|
| Winnebago-Oshkosh | 15 | 7 | 8 | 3 | 1 | 4 | 2 | 2 | 1 | 1 | 1 |
| Winnebago-Neenah | 10 | 4 | 6 | 3 | 2 | 4 | 2 | 2 | 1 | 1 | 1 |
| ALL | 25 | 11 | 14 | 6 | 3 | 8 | 4 | 4 | 2 | 2 | 2 |

All Report Numbers are fictitious and used solely for demonstrating report layout

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Numbers used in development of report.

3.1.4 ASFA Documentation Summary (over 16 Months)

DATE: 12/10/2004
 Time: 10:41 AM
 County: Winnebago

Wisconsin Dept. of Health and Family Services
 Division of Children and Family Services
ASFA Documentation Summary (over 16 Months)

Report ID: SM10a27a
 Page: 1

Reporting Month: 12/2004

| County/Site | Children In Plcm over 16 of last 22 months | ASFA Doc. Cmplt | ASFA Doc. Not Yet Cmplt | No Perm Plan | No Goal of Record | Adop- tion | Reun- fctn | Trnsfr Guardn- shp | Place- ment with Rela- tive | Altrnt Goal | Chldrn with Cncrnt Goal |
|-------------------|--|-----------------------|-------------------------------------|--------------------|----------------------------|---------------|---------------|--------------------------|---|----------------|----------------------------------|
| Winnebago-Oshkosh | 15 | 7 | 8 | 3 | 1 | 4 | 2 | 2 | 1 | 1 | 1 |
| Winnebago-Neenah | 10 | 4 | 6 | 3 | 2 | 4 | 2 | 2 | 1 | 1 | 1 |
| ALL | 25 | 11 | 14 | 6 | 3 | 8 | 4 | 4 | 2 | 2 | 2 |

All Report Numbers are fictitious and used solely for demonstrating report layout

123456789*123456789*123456789*123456789*123456789*123456789*123456789*123456789*123456789*123456789*123456789*12

Numbers used in development of report.

3.1.5 ASFA Documentation Detail

DATE: 12/10/2004
 Time: 10:41 AM
 County: Winnebago

Wisconsin Dept. of Health and Family Services
 Division of Children and Family Services
ASFA Documentation Detail

Report ID: SM10a27a
 Page: 1

Reporting Month: 12/2004

| County/Site | ASFA Grouping | Number of Children | ASFA Doc. Complete | TPR Filed | Relative Placement | Not in Best Interest | Reasonable Efforts | No Grounds for TPR |
|-------------------|------------------|-----------------------|-----------------------|--------------|-----------------------|----------------------------|-----------------------|--------------------------|
| Winnebago-Oshkosh | 15-16 | 30 | 7 | 8 | 1 | 3 | 6 | 5 |
| Winnebago-Oshkosh | over 16 | 24 | 7 | 8 | 1 | 3 | 6 | 5 |
| Winnebago-Neenah | 15-16 | 30 | 7 | 8 | 1 | 3 | 6 | 5 |
| Winnebago-Neenah | over 16 | 24 | 7 | 8 | 1 | 3 | 6 | 5 |
| ALL | 15-16 | 60 | 14 | 16 | 2 | 6 | 12 | 10 |
| ALL | over 16 | 48 | 14 | 16 | 2 | 6 | 12 | 10 |

All Report Numbers are fictitious and used solely for demonstrating report layout

123456789*123456789*123456789*123456789*123456789*123456789*123456789*123456789*123456789*123456789*123456789*12

Numbers used in development of report.

3.2 Report Key

3.2.1 ASFA Timeline Summary

| Report Column | Report Column Definition |
|--|---|
| 123456789*1234567 | 89*123456789*123456789*123456789*123456789*123456789*123456789*123456789*123456789*123456789*1 |
| County/Site | Calculations are grouped by County and by Site within the County. The County/Site comes from the primary worker assigned at the end of the reporting month. If no primary worker is assigned at the time of CPS Initial Assessment approval, the County/Site comes from most recent supervisory assignment at or prior to the end of the reporting month. If no supervisor is found, the County/Site comes from the most recent secondary assignment at or prior to the end of the reporting month. |
| Children in Out of Home Placement during the Month | Total number of children in Out of Home Placement during the reporting month. Children in TPR cases are excluded. A Children who only have Kinship Care - Voluntary, Youth Correctional Facility, Adult Corrections out of home placements during the month are also excluded. The start of the 22-month timeline is calculated by subtracting twenty-two months from the final day of the reporting month. The months in care are calculated by dividing the days in care during the previous 22 months by the federal average days in a month 30.4375. |
| In Placement 0-11 of the last 22 months | Children who are in their 1st month of out of home placement during the last 22 months through their 11th month of out of home placement during the last 22 months. |
| In Placement 12-14 of the last 22 months | Children who are in their 12th month of out of home placement during the last 22 months through their 14th month of out of home placement during the last 22 months. |
| In Placement 15-16 of the last 22 months | Children in their 15th and 16th months of out of home placement during the last 22 months. |
| In Placement over 16 of the last 22 months | Children who have been in out of home care for more than 16 out of the last 22 months. |

3.2.2 Pre-ASFA Permanency Planning Summary (12-14 Months)

| Report Column | Report Column Definition |
|--|--|
| 123456789*1234567 | 89*123456789*123456789*123456789*123456789*123456789*123456789*123456789*123456789*123456789*123456789*1 |
| County/Site | Calculations are grouped by County and by Site within the County. The County/Site comes from the primary worker assigned at the end of the reporting month. If no primary worker is assigned at the time of CPS Initial Assessment approval, the County/Site comes from most recent supervisory assignment at or prior to the end of the reporting month. If no supervisor is found, the County/Site comes from the most recent secondary assignment at or prior to the end of the reporting month. |
| In Placement 12-14 of the last 22 months | Children who are in their 12th month of out of home placement during the last 22 months through their 14th month of out of home placement during the last 22 months. Children in TPR cases are excluded. Children who only have Kinship Care - Voluntary, Youth Correctional Facility, Adult Corrections out of home placements during the month are also excluded. The start of the 22-month timeline is calculated by subtracting twenty-two months from the final day of the reporting month. The months in care are calculated by dividing the days in care during the previous 22 months by the federal average days in a month 30.4375. |
| No Perm Plan | Children for whom no Permanency Plan was found. Permanency plan must be approved and have a Perm Plan Date that is after the child's most recent "Removal Date". The most recent permanency plan by "Perm. Plan Date" is pulled into the report. |
| No Goal of Record | Children with a "Current Permanence Goal of Record" of N/A; Original permanency plan. |
| Adoption | Children with a "Current Permanence Goal of Record" of Adoption. |
| Reunification | Children with a "Current Permanence Goal of Record" of Reunification. |
| Transfer Guardianship | Children with a "Current Permanence Goal of Record" of Transfer of Guardianship. |
| Placement with Relative | Children with a "Current Permanence Goal of Record" of Prmnt Plmnt w / fit and willing relative. |
| Alternative Goal | Children with an Alternative "Current Permanence Goal of Record" selected. |
| Children with Concurrent Goal | Children who have a Concurrent "Current Permanence Goal of Record" selected. |

3.2.3 ASFA Documentation Summary (15-16 Months)

| Report Column | Report Column Definition |
|--|--|
| 123456789*1234567 | 89*123456789*123456789*123456789*123456789*123456789*123456789*123456789*123456789*123456789*1 |
| County/Site | Calculations are grouped by County and by Site within the County. The County/Site comes from the primary worker assigned at the end of the reporting month. If no primary worker is assigned at the time of CPS Initial Assessment approval, the County/Site comes from most recent supervisory assignment at or prior to the end of the reporting month. If no supervisor is found, the County/Site comes from the most recent secondary assignment at or prior to the end of the reporting month. |
| In Placement 15-16 of the last 22 months | Children in their 15th and 16th months of out of home placement during the last 22 months. Children in TPR cases are excluded. Children who only have Kinship Care - Voluntary, Youth Correctional Facility, Adult Corrections out of home placements during the month are also excluded. The start of the 22-month timeline is calculated by subtracting twenty-two months from the final day of the reporting month. The months in care are calculated by dividing the days in care during the previous 22 months by the federal average days in a month 30.4375. |
| ASFA Documentation Complete | ASFA Documentation has been completed. This means the child has a Permanency Plan after the child's most recent "Removal Date", and has entered a Date of TPR Filed or has indicated that at least one of the TPR Exception reasons apply. |
| ASFA Documentation Not Yet Complete | ASFA Documentation has not yet been completed. Child either does not have a Permanency Plan after the child's most recent "Removal Date", or an approved Permanency Plan after the child's most recent "Removal Date", but has not entered a Date of TPR Filed or has not indicated that at least one of the TPR Exception reasons apply. |
| No Perm Plan | Children for whom no Permanency Plan was found. Permanency plan must be approved and have a Perm Plan Date that is after the child's most recent "Removal Date". The most recent permanency plan by "Perm. Plan Date" is pulled into the report. |
| No Goal of Record | Children with a "Current Permanence Goal of Record" of N/A; Original permanency plan. |
| Adoption | Children with a "Current Permanence Goal of Record" of Adoption. |
| Reunification | Children with a "Current Permanence Goal of Record" of Reunification. |
| Transfer Guardianship | Children with a "Current Permanence Goal of Record" of Transfer of Guardianship. |
| Placement with Relative | Children with a "Current Permanence Goal of Record" of Prmnt Plmnt w / fit and willing relative. |
| Alternative Goal | Children with an Alternative "Current Permanence Goal of Record" selected. |
| Children with Concurrent Goal | Children who have a Concurrent "Current Permanence Goal of Record" selected. |

3.2.4 ASFA Documentation Summary (over 16 Months)

| Report Column | Report Column Definition |
|--|---|
| 123456789*1234567 | 89*123456789*123456789*123456789*123456789*123456789*123456789*123456789*123456789*123456789*123456789*1 |
| County/Site | Calculations are grouped by County and by Site within the County. The County/Site comes from the primary worker assigned at the end of the reporting month. If no primary worker is assigned at the time of CPS Initial Assessment approval, the County/Site comes from most recent supervisory assignment at or prior to the end of the reporting month. If no supervisor is found, the County/Site comes from the most recent secondary assignment at or prior to the end of the reporting month. |
| In Placement over 16 of the last 22 months | Children in care for over 16 out of the last 22 months. Children in TPR cases are excluded. Children who only have Kinship Care - Voluntary, Youth Correctional Facility, Adult Corrections out of home placements during the month are also excluded. The start of the 22-month timeline is calculated by subtracting twenty-two months from the final day of the reporting month. The months in care are calculated by dividing the days in care during the previous 22 months by the federal average days in a month 30.4375. |
| ASFA Documentation Complete | ASFA Documentation has been completed. This means the child has a Permanency Plan after the child's most recent "Removal Date", and has entered a Date of TPR Filed or has indicated that at least one of the TPR Exception reasons apply. |
| ASFA Documentation Not Yet Complete | ASFA Documentation has not yet been completed. Child either does not have a Permanency Plan after the child's most recent "Removal Date", or an approved Permanency Plan after the child's most recent "Removal Date", but has not entered a Date of TPR Filed or has not indicated that at least one of the TPR Exception reasons apply. |
| No Perm Plan | Children for whom no Permanency Plan was found. Permanency plan must be approved and have a Perm Plan Date that is after the child's most recent "Removal Date". The most recent permanency plan by "Perm. Plan Date" is pulled into the report. |
| No Goal of Record | Children with a "Current Permanence Goal of Record" of N/A; Original permanency plan. |
| Adoption | Children with a "Current Permanence Goal of Record" of Adoption. |
| Reunification | Children with a "Current Permanence Goal of Record" of Reunification. |
| Transfer Guardianship | Children with a "Current Permanence Goal of Record" of Transfer of Guardianship. |
| Placement with Relative | Children with a "Current Permanence Goal of Record" of Prmnt Plmnt w / fit and willing relative. |
| Alternative Goal | Children with an Alternative "Current Permanence Goal of Record" selected. |
| Children with Concurrent Goal | Children who have a Concurrent "Current Permanence Goal of Record" selected. |

3.2.5 ASFA Documentation Detail

| Report Column | Report Column Definition |
|-----------------------------|---|
| 123456789*1234567 | 89*123456789*123456789*123456789*123456789*123456789*123456789*123456789*123456789*123456789*123456789*1 |
| County/Site | Calculations are grouped by County and by Site within the County. The County/Site comes from the primary worker assigned at the end of the reporting month. If no primary worker is assigned at the time of CPS Initial Assessment approval, the County/Site comes from most recent supervisory assignment at or prior to the end of the reporting month. If no supervisor is found, the County/Site comes from the most recent secondary assignment at or prior to the end of the reporting month. |
| ASFA Grouping | Indicates how many months out of the last 22 months the children have been in care. Grouped by 15-16 and over 16 months. Children must have completed ASFA documentation in order to be included. The start of the 22-month timeline is calculated by subtracting twenty-two months from the final day of the reporting month. The months in care are calculated by dividing the days in care during the previous 22 months by the federal average days in a month 30.4375. |
| Number of Children | Children that fall into the ASFA Grouping |
| ASFA Documentation Complete | ASFA Documentation has been completed. This means the child has a Permanency Plan after the child's most recent "Removal Date", and has entered a Date of TPR Filed or has indicated that at least one of the TPR Exception reasons apply. |
| TPR Filed | Children with ASFA documentation complete that have a date in the "Date TPR Filed" field. |
| Relative Placement | Children with ASFA documentation complete that have the "Child is placed with a fit and willing relative" exception documented. |
| Not in Best Interest | Children with ASFA documentation complete that have the "Compelling reason why termination of parental rights is not in the child's best interest" exception documented. |
| Reasonable Efforts | Children with ASFA documentation complete that have the "Reasonable efforts to safely return the child to his or her home have not been made" exception documented. |
| No Grounds for TPR | Children with ASFA documentation complete that have the "Grounds for involuntary TPR do not exist" exception documented. |

